

ADMINISTRATIVE — INTERNAL USE ONLY

15 December 1975

MEMORANDUM FOR THE RECORD

SUBJECT: Releasing Security Files to the  
Inspector General


1. On 10 December 1975 I visited the Inspector General in his office to discuss the release of Office of Security files to representatives of the IG's office.
2. After reviewing with Dr. Chamberlain the Office of Security's desire to restrict access to Security files to the extent possible to honor a fiduciary relationship to the subject of these files, I explored an alternative method of furnishing the files to the IG's Staff. At the present time, if an Office of Security file is desired by an IG officer, Dr. Chamberlain writes a memorandum of request to the Deputy Director for Administration requesting the Office of Security to furnish the file to the Inspector General. While there is no substantial objection to this method it does leave open the possibility for IG officers who review the file and who are not identified to the Office of Security in advance, to see material concerning themselves in other subject's files.
3. To preclude the latter situation from developing and to maintain stricter control of Office of Security files, I suggested to Dr. Chamberlain that when a staff officer of the Inspector General needs to review an Office of Security file, he notify the Director of Security, along with the name of the IG staff officer who is authorized to review the file. Upon receipt of the IG request, the Office of Security will review the file to determine if the IG officer is mentioned in the file. If he is, the IG or his Deputy will be notified and the file would be made available for review by the Inspector General or his Deputy only. In the event the IG officer is not mentioned in the file, the file would be made available for his review in the Office of Security.

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4. I noted to Dr. Chamberlain that the above arrangements had been briefed to Jack Blake, DDA, who concurred in this proposal.

5. Dr. Chamberlain agreed that the latter proposal seemed to be an improvement over the present method and he would in the future request files from the Office of Security in that manner.

  
Robert W. Gambino  
Director of Security

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